

Department of Financial Institutions  
Sustainability Plan – Annual Progress Report (EO 05-01)  
October 2005 (For fiscal year ending June 30, 2005)

SECTION I: AGENCY INFORMATION

**Agency Contact Information**

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SECTION II: REPORTING ON OBJECTIVES

- 1. Agencies incorporate green building practices in all new construction projects, and in major remodels that cost over 60% of the facility's assessed value.**

*N/A.*

- 2. Agencies take all reasonable actions to achieve a target of a 20% reduction in petroleum use in the operation of state vehicles and privately owned vehicles used for state business by September 1, 2009.**

*FY 2005 mileage – 481,785 miles (150.4 FTE; averages out to 3203 miles per FTE).*

*FY 2004 mileage – 438,960 miles (144.63 FTE; averages out to 3035 miles per FTE).*

*FY 2003 mileage – 407,910 miles (135.12 FTE; averages out to 3019 miles per FTE).*

*The number of licensees under regulation continues to increase, as has our number of examiners to keep up with the growth, which consequently increases the number of miles driven to perform on-site examinations of these institutions as required by statute.*

- 3. Agencies shall employ professional vehicle fleet management and planning practices.**

*N/A. The agency does not have a fleet.*

- 4. Agencies shall establish clear direction on rental vehicle use.**

*It has been added to our agency travel policy that when using a rental car under the state contract, employees must request and use a fuel efficient/low emission vehicle, if they will be the sole vehicle occupant and if that type of vehicle is available.*

- 5. Agencies take all reasonable actions to reduce the lifecycle impacts of paper products, and achieve the following goals by September 1, 2009:**

- A. Reduce the use of office paper by 30%, based on data reported in 2003 agency Sustainability Plans.

*FY 2005 – 3,485 reams of paper ordered (150.4 FTE; average 23.2 reams per FTE).  
FY 2004 – 3,292 reams of paper ordered (144.63 FTE; average 22.7 reams per FTE).  
FY 2003 – 2,247 reams of paper ordered (135.12 FTE; average 16.6 reams per FTE).*

*The number of FTEs in the agency has increased each year. We are beginning to use imaging for large public disclosure requests. We encourage double-sided copying and printing or not using paper at all.*

*(NOTE: The figures for FY03 and FY04 have been revised from the previous reports due to incorrect reporting.)*

- B. Increase the percentage of environmentally preferable paper (EPP) purchased to at least 50%. Environmentally preferable paper is defined as 100% recycled content paper with a minimum of 50% post consumer waste.

*We purchase recycled 100% post consumer waste paper – letter size. Legal size is recycled 40% post consumer waste.*

- C. Recycle 100% of used office paper.

*Recycle bins are by workstations, copiers and printers. All employees recycle. There are shredding bins placed throughout the office for documents that need to be shredded. The shredded paper is also recycled.*

- D. Significantly reduce the environmental impacts of janitorial paper products through increased use of post consumer recycled products.

*Janitorial paper products are purchased through Central Stores. We order everything recycled if possible or available. We order unbleached recycled paper towels and recycled toilet paper.*

**6. Agencies take the following actions in support of these paper product goals by September 1, 2005:**

- A. Office paper purchased by state agencies must have a minimum of 30% post consumer recycled content, with reasonable consideration allowed for product availability, cost and quality.

*The majority of paper purchased is recycled 100% post consumer waste paper (letter size). 11x17 and 11x14 paper are 40% post consumer recycled content, and colored paper is 30% post consumer recycled content.*

**7. Agencies achieve further gains in energy efficiency.**

- A. By September 1, 2009, state agencies shall reduce energy purchases by 10% from FY 2003, using all practicable and cost effective means available, including energy efficiency programs and the use of on-site renewable resources.

*We do not have a baseline for FY 2003 because we do not have data for the entire fiscal year. Our offices moved into a new building in March 2003, so we were only in the building for four months of FY 03.*

*FY 2005 – 841,030 Electric KWH.*

*FY 2004 – 898,720 Electric KWH.*

*We reduced our energy usage by 6% from FY 2004 to FY 2005. Actions we have taken to reduce our energy usage are installing window film on the building windows to conserve energy, setting the parking lot lights to turn on later at night and turn off earlier in the morning, setting the building lights to turn off earlier at night, and turning off lights in offices and areas not being used.*

- B. Agencies shall report total energy use annually to GA. Agencies shall report energy used in the previous fiscal year by September 1 of each year.

*We are reporting our energy usage to GA by September 1 every year.*

**8. Agencies include the following information in their Sustainability Plan Progress Reports, required under Executive Order 02-03:**

- A. Annual petroleum use, vehicle miles traveled on state business, and the number and type of state vehicles owned (by model year).

*Employees use POVs to get to work sites; we have no way to track annual petroleum use.*

*Vehicle miles traveled on state business:*

*FY 2005 – 481,785 miles.*

*FY 2004 – 438,960 miles.*

*FY 2003 – 407,910 miles.*

*The agency does not own any state vehicles.*

- B. Number of exception purchases of four-wheel-drive sport utility vehicles made under Section 2 of this Executive Order.

*Not applicable. Agency does not own any vehicles.*

- C. Amount and type of office paper and janitorial paper products purchased.

Office Paper

FY03

FY04

FY05

Amount:

2,247 reams

3,292 reams

3,485 reams

*(The figures for FY03 and FY04 have been revised from the previous reports due to*

*incorrect reporting.)*

*Type:*

- ~ Letter – Recycled, 100% post consumer waste, process chlorine free.*
- ~ Legal – Recycled, 40% post consumer waste.*
- ~ Colored paper – Recycled, 30% post consumer waste.*
- ~ 11 x 17 – Recycled, 40% post consumer waste.*
- ~ 3 Hole punch – Recycled, 40% post consumer waste.*
- ~ 10% recycled post consumer waste.*
- ~ Virgin paper.*

*Janitorial Paper Products*

- ~ Paper towels – 40 cases, recycled (recently switched to unbleached towels).*
- ~ Toilet paper – 21 cases, recycled.*
- ~ Seat liners – 4 cases.*

D. Quantity of office paper recycled.

*Virtually 100% of office paper is recycled.*

E. Justification for any virgin office paper purchased.

*Two boxes (16 reams) of virgin paper were purchased because a printer was jamming with recycled paper. That section switched to 10% post consumer recycled fiber paper for that printer.*

OBJECTIVES FOR THE 05-07 BIENNIUM

- Reduce and phase out the use of equipment, supplies and other products containing persistent bioaccumulative toxic (PBT) materials (EO 04-01).

*The agency purchases mercury free light bulbs.*

*The Department of General Administration's Office of State Procurement has made available for purchase and use by all state agencies equipment, supplies, and other products that do not contain persistent, toxic chemicals unless there is no feasible alternative. In circumstances where a product that does not contain persistent, toxic chemicals is not available, preference shall be given to the purchase of products that contain the least amount of persistent, toxic chemicals.*

SECTION III: COMMUNICATION AND EDUCATION

- The agency Sustainability Plan and progress reports are on the Intranet.
- Information and facts regarding sustainability are available to staff on the Intranet.
- Sustainability requirements are shared with Program Managers and Division Directors, and also with staff responsible for purchasing supplies.